



DEPARTMENT OF THE ARMY

Headquarters, Landstuhl Dental Activity

CMR 402

APO AE 09180

REPLY TO
ATTENTION OF:

MCDS-EUL

22 June 2004

MEMORANDUM FOR All L-DENTAC Personnel

SUBJECT: Landstuhl Dental Activity (L-DENTAC) Policy Letter 04-16, Promotion Board Procedures

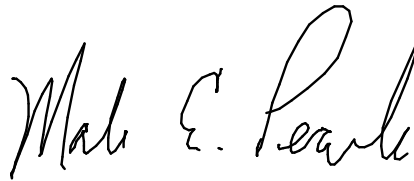
1. Reference: AR 600-8-19, Enlisted Promotions and Reductions with Immediate Action Interim Change.
2. Purpose: Establish policy and procedures to ensure criteria are met for Sergeants and junior enlisted personnel to appear before the promotion board.
3. Applicability: This memorandum is applicable to all elements of the L-DENTAC to include it's outlying clinics and clinic commands.
4. General: All packets for promotion board appearance must be processed as shown in the following paragraphs. Packets that are not done correctly may cause delays and could prevent a soldier from appearing before the promotion board.
 - a. 30-60 days prior to the promotion board supervisors must recommend soldiers for promotion.
 - b. Upon notification of eligible personnel for promotion, a recommendation for promotion must be completed by the clinic NCOIC or the clinic command NCOIC and forwarded to the First Sergeant/Troop Commander for review. Upon arrival, the recommendation will be forwarded to the Personnel Administration Center (PAC).
 - c. Upon receipt of the approved recommendation to appear before the promotion board, PAC will complete a DA Form 3355 (Promotion Point Worksheet) and return it to the Troop Commander for approval and signature within 72 hours.
 - d. The PAC will forward the completed DA Form 3355 along with any and all enclosure to the 90th PSB, who will make an appointment for the soldier to review and sign their DA Form 3355. The recommended soldier will also schedule an appointment through S1/PAC to review and update all information in their individual 201 file.

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e. A memorandum will also be provided to each soldier scheduled to appear before the promotion board to inform him/her of their appearance, the board members assigned and the areas that the soldier will be questioned, on or about the 15th of the month.

5. POC for this policy is SSG Vera at 487-4182.

A handwritten signature in black ink, reading "Mark E. Peacock". The signature is written in a cursive style with a large, looped "P" at the end.

MARK E. PEACOCK
Colonel, DC
Commanding